Income Tax Withholding Return
Substitute Forms Specifications

The North Dakota Tax Department utilizes a scanning/imaging solution to process this form. This document is designed to provide tax preparation software developers ("vendors") with requirements for the computer-generated tax form.

Size: 8 ½ " x 11"
Orientation: Portrait
Ink: Black
Page Anchors: Not Required

1-D Barcode with the following specs:
> 2 or 5 Interleave
> Barcode Dimensions – minimum 3/8" x 1 ¼ "
> Print barcode numbers under the barcode
> Place the barcode in the upper right corner, using the margin requirements of the NACTP
> If you purchase forms from another vendor: Use your NACTP ID in the barcode. Print the Form Developer's number in the lower left corner.

Barcode layout is 12 characters as follows:
> Form Revision Date – 4 Characters (0997)
> Form ID – 2 Characters (14)
> NACTP ID – 4 Characters (XXXX)
> Page Number – 2 Characters (01)

Example: Assuming North Dakota's Vendor ID is 9999, the barcode for the Income Withholding Return would translate as:

099714999901 – Page 1

Submission Requirements – 1 Blank and 1 Data filled. They may be sent by mail or e-mail as a .PDF. Once the forms have been tested and reviewed for content, **one** data filled document printed from the software must be mailed in paper format to the North Dakota Tax Department for final approval. We require this because we use the paper version to setup our templates for scanning.

Instructions for filling out the form

Quarterly Filers
1. Quarter Ending and Due Date – Use the following date format – January 1, 2004
2. Due Date – If the Due Date falls on a holiday or weekend, use the **next** business day as the due date.
3. Period – The format for the Period Box is YYYYX. It is the four (4) digit year and the quarter. Example: 20043

Yearly Filers

1. Year Ending* and Due Date – Use the following date format – December 31, 2004
2. Due Date – The Due Date for a Yearly filer is January 31
3. Period – The format for the Period Box is YYYY4. It is the four (4) digit year and the final quarter. Example - 20044
   * Year Ending text replaces the Quarter Ending text

Identification Number

The number is eleven (11) digits and needs to be in this format: 123456789-01

New Federal ID Number line

Only enter a new Federal ID number if this line applies. Do not enter the same ID Number from the previous line.

Place an X in the box if it applies

Final Return Section

Is business permanently discontinued – The date format should be MM/DD/YYYY. Example – 06/29/2004

Use an X for the boxes on lines O, N, and X if the questions apply.

Fill in Name, Address, City, and Zip Code if they apply

Total North Dakota Income Tax Withheld, Penalty, Interest, Total Due

Show Dollars and Cents – Decimals OK. Commas OK. No Dollar signs inside the boxes